



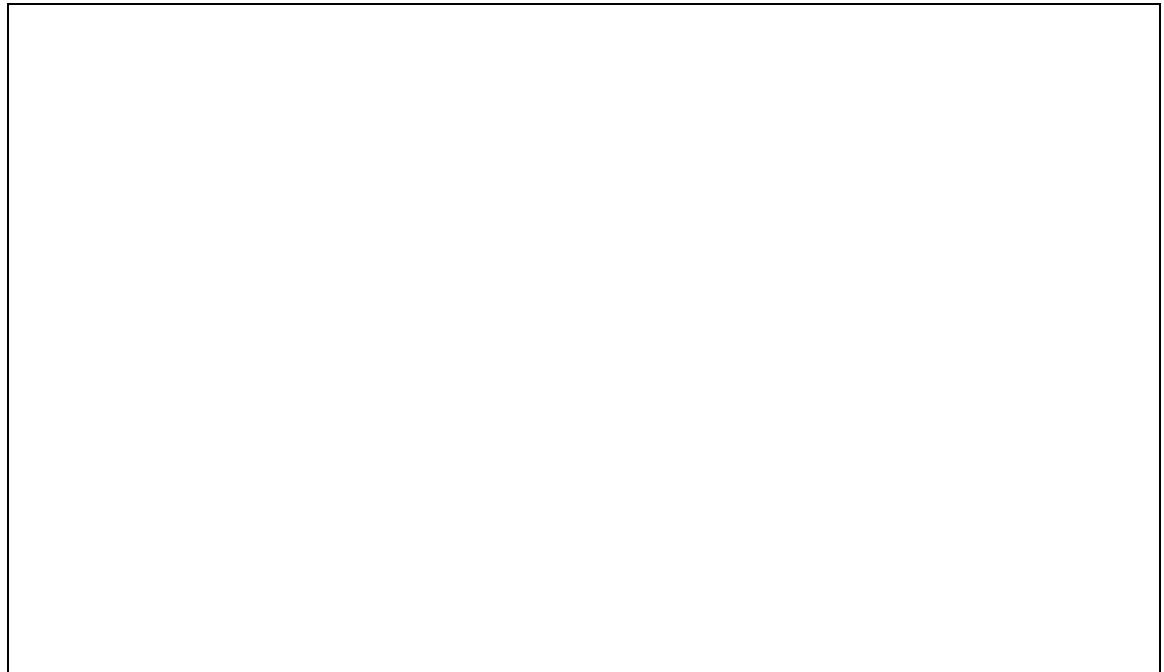
ASSET MANAGEMENT 101

MODULE 3

Asset Disposition

3-1

AASIS Support Center, Patricia Orr
03/01/2004





ASSET DISPOSITION

The State normally disposes of assets via a retirement to M&R. Prior to completing the retirement process in AASIS, M&R must be contacted using the Surplus Disposition Form (SDF) process. The SDF is a DF&A M&R process and the following slides are from their web site. Prior to completing the SDF you must notify M&R to request a user id and password. Any questions regarding the SDF processes must be directed to M&R.

3-2

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03/01/2004





SURPLUS DISPOSAL FORM - SDF

The Surplus Disposal Form (SDF) is completed by the agency asset management specialist to turn in excess and/or obsolete assets to M&R for disposal. The SDF is the first step required to delete assets from the Agency asset inventory.

The web-based form allows an agency to create a list of items to be disposed of per Marketing and Redistribution (M&R) instructions. Using this form, an agency may request one of the following actions: delivery, pick-up or request for on-site sale. Upon completion, this form automatically notifies M&R of the agency's request.

Before completion of this form each agency person must have prior authorization through M&R. The SDF web site is a user id and password protected site. M&R will assign user id and password upon an agency's request. The web address for the Surplus Disposal Form (SDF) is <http://ark.org/eforms/index.php>.

3-3





3-4

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03/01/2004





Click on the "mouse" icon.

Click on the Acrobat Icon to print a paper copy.

| DFA Forms | Electronic | Paper |
|--|------------|-------|
| Surplus Disposal Form - Turn-In Request | | |
| Admin - SDF Turn-In Request | | |
| Surplus Disposal Form - Request for Certificate of Property Disposal | | |

Acrobat Reader is required to view and print PDF documents. Click icon to download the FREE program.

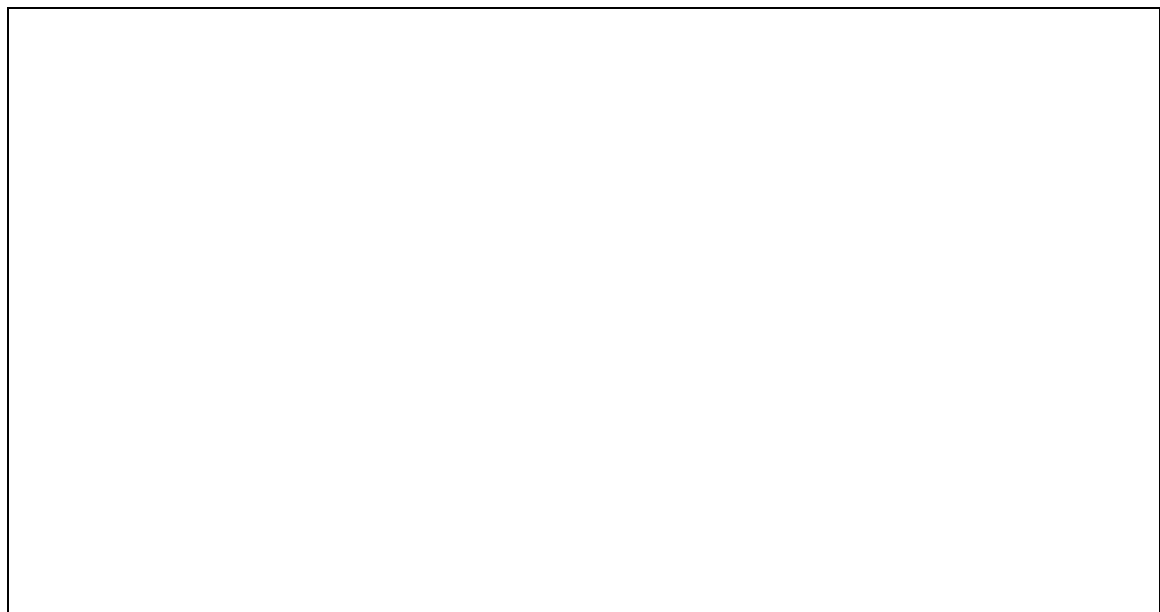
Get Acrobat Reader

Home | Technical Support | DFA Website | AASIS Website | accessArkansas.org

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3-5

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DFA eForms - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites History

Address <http://www.ark.org/efoms/sdf/index.php?PHPSESSID=ca3a467508e78d2bd1aa6a4621123aab> Go Links

A Resource for Arkansas State Government

Surplus Disposal Form - Contact Information

On-line Request #: 1959

This application will take you through a series of steps to submit your Surplus Disposal Form. Please complete the information for each step and click the Next button to proceed. You will not be able to edit this information at a later date. If you leave this program before going through all the steps, you will lose any data you have entered. You may only add 500 items to each turn-in request. If you have more than 500 items to turn in, please complete an additional turn-in request.

► indicates a required field.

Turn-In Request

Business Area ►

Agency ►

Completed By ►

Phone ► - -

E-mail Address ►

Please enter one of the following codes.

Cost Center ►

WBS

Internal Order

Next ►

Follow instructions to complete screen.

Cost Center is required, additional cost objects are optional.

Done

Start | Inboxes - Microsoft Out... | KaZaA - [Search] | My Shared Folder | DFA eForms - Mi... | Surplus Disposal For... | Internet | 8:53 AM

3-6

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03/01/2004

NOTE: A separate SDF must be completed for each cost center.



DFA eForms - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://www.ark.org/eloms/df/index.php?PHPSESSID=ca3a467508e78d2bd1aa6a4621123aab

A Resource for Arkansas State Government

Surplus Disposal Form - Contact Information

On-line Request #: 1959

This application will take you through a series of steps to submit your Surplus Disposal Form. Please complete the information for each step and click the Next button to proceed. You will not be able to edit this information at a later date. If you leave this program before going through all the steps, you will loose any data you have entered. You may only add 500 items to each turn-in request. If you have more than 500 items to turn in, please complete an additional turn-in request.

► indicates a required field.

Turn-In Request

Business Area ►

Agency ►

Completed By ►

Phone ► - -

E-mail Address ►

Please enter one of the following codes.

Cost Center ►

WBS

Internal Order

Next ►

When information is entered – click.

3-7

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03/01/2004



DFA eForms - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://www.ark.org/eforms/sdf/index.php> Go Links

ARKANSAS DEPARTMENT OF FINANCE & ADMINISTRATION
electronic eForms
A Resource for Arkansas State Government

Surplus Disposal Form - Add Items

On-line Request #: 1959

Please enter the following information then click ADD for each item. If an item has an asset number, property number or serial number you may only enter a quantity of one. After you have entered all the items you wish, please click NEXT. You may only add 500 items to each turn-in request. If you have more than 500 items to turn in, please complete an additional turn-in request.

Quantity
Asset #
Property #
Serial #
Description

Add

◀ Back Next ▶

| Home | Technical Support | DFA Website | AASIS Website | accessArkansas.org |

Done

Start | Inbox - Microsoft Out... | KaZaA - [Search] | My Shared Folder | DFA eForms - Mi... | Surplus Disposal For... | Internet | 8:58 AM

Follow instructions to complete screen.

After completion click Add and continue to add assets in the same cost center.

3-8

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03/01/2004



DFA eForms - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites History Print

Address <http://www.ark.org/eforms/sdi/index.php> Go Links

ARKANSAS DEPARTMENT OF FINANCE & ADMINISTRATION
electronic eForms
A Resource for Arkansas State Government

Surplus Disposal Form - Add Items

On-line Request #: 1959

Please enter the following information then click ADD for each item. If an item has an asset number, property number or serial number you may only enter a quantity of one. After you have entered all the items you wish, please click NEXT. You may only add 500 items to each turn-in request. If you have more than 500 items to turn in, please complete an additional turn-in request.

Quantity

Asset #

Property #

Serial #

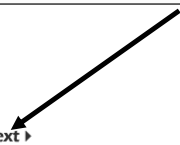
Description

Add

| Quantity | Asset # | Property # | Serial # | Description | |
|----------|-----------|------------|----------|-------------|---|
| 1 | 200023654 | MS5642 | | Fax, Sharp | Edit Delete |

[Back](#) [Next](#)

Entries will be posted at the bottom of the screen until all assets are added. After **ALL** entries have been made click.



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DFA eForms - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites History Print

Address <http://www.ark.org/eforms/edf/index.php> Go Links

ARKANSAS DEPARTMENT OF FINANCE & ADMINISTRATION
electronic eForms
A Resource for Arkansas State Government

Surplus Disposal Form - Verify Information
On-line Request #: 1959
Please verify the following information. Click NEXT to submit the Form.
Entries with quantities greater than one have been divided into separate line items.

Turn-In Request D
Business Area 0610
Agency DFA
Completed By Phillip Cole
Phone 501 - 682 - 1212
E-mail Address phillip.cole@dfa.state.ar.us
Cost Center 383210

| Item # | Quantity | Asset # | Property # | Serial # | Description |
|--------|----------|-----------|------------|----------|-------------|
| 1 | 1 | 200023654 | MS5642 | | Fax, Sharp |

◀ Back Next ▶

Verify that all entries made are correct. Click to continue.

Home | Technical Support | DFA Website | AASIS Website | accessArkansas.org

Done

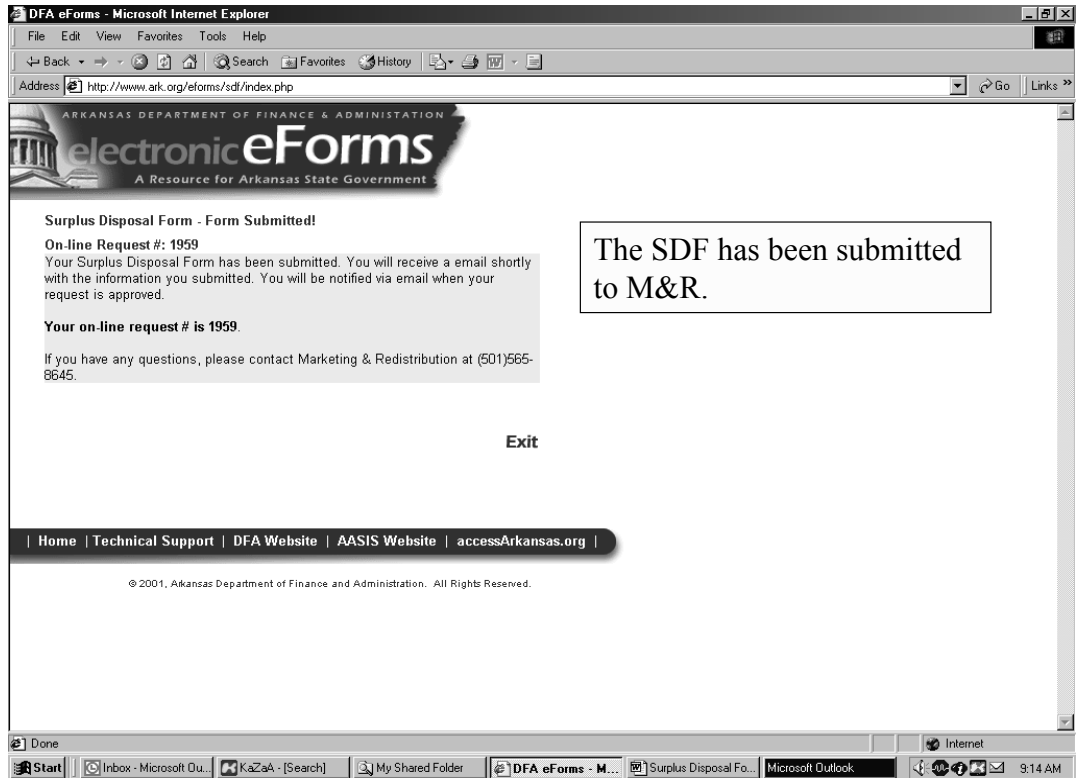
Start | Inbox - Microsoft Outlook | KaZaA - [Search] | My Shared Folder | DFA eForms - Micros... | Surplus Disposal Form - Mi... | Internet

9:12 AM

3-10

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03/01/2004

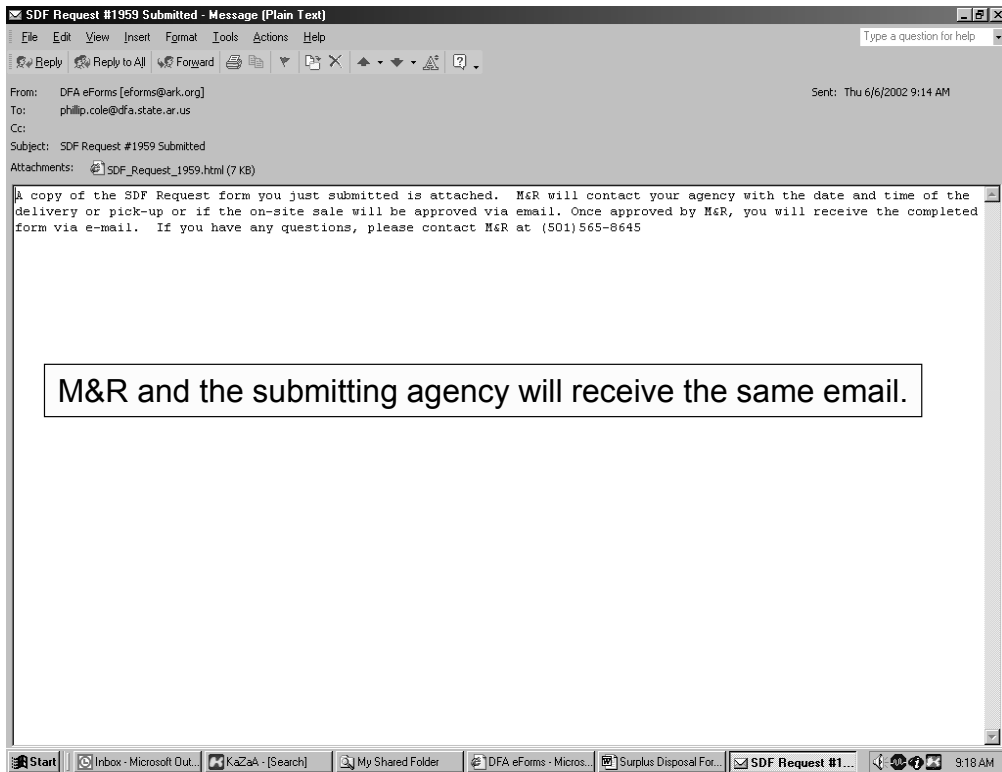




3-11

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03/01/2004

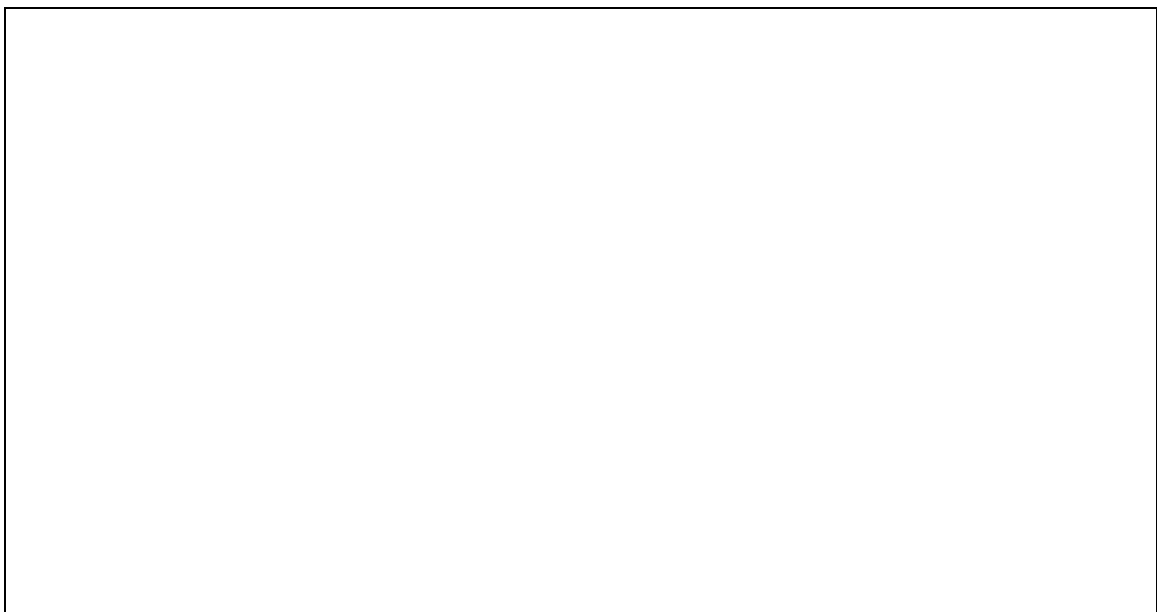




M&R and the submitting agency will receive the same email.

3-12

AASIS Support Center, Patricia Orr
03/01/2004





Submitted SDF_Request_1959 - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites History

Address C:\Documents and Settings\pecole\Local Settings\Temporary Internet Files\OLK26\SDF_Request_1959.html Go Links

Surplus Disposal Form (SDF) Turn-In Request

On-line Request # 1959
Turn-In Request D
Business Area 0610
Agency Name DFA

Cost Object
Date 06/06/2002
Cost Center 383210
WBS
Internal Order

| Status | Item # | Quantity | Asset # | Property # | Serial # | Description | Sloc | Price | M.G. |
|-----------------|--------|----------|-----------|------------|----------|------------------------------|---------------|-------|------|
| | 1 | 1 | 200023654 | MS5642 | | Fax, Sharp | | | |
| Completed by: | | | | | | Phillip Cole | Delivered By: | | |
| Phone Number: | | | | | | 501-682-1212 | Received By: | | |
| E-mail Address: | | | | | | phillip.cole@dfa.state.ar.us | Received Date | | |

The SDF that has been submitted to M&R will be attached.

NOTE: M&R will contact the submitting agency with a date and time for pickup or delivery.

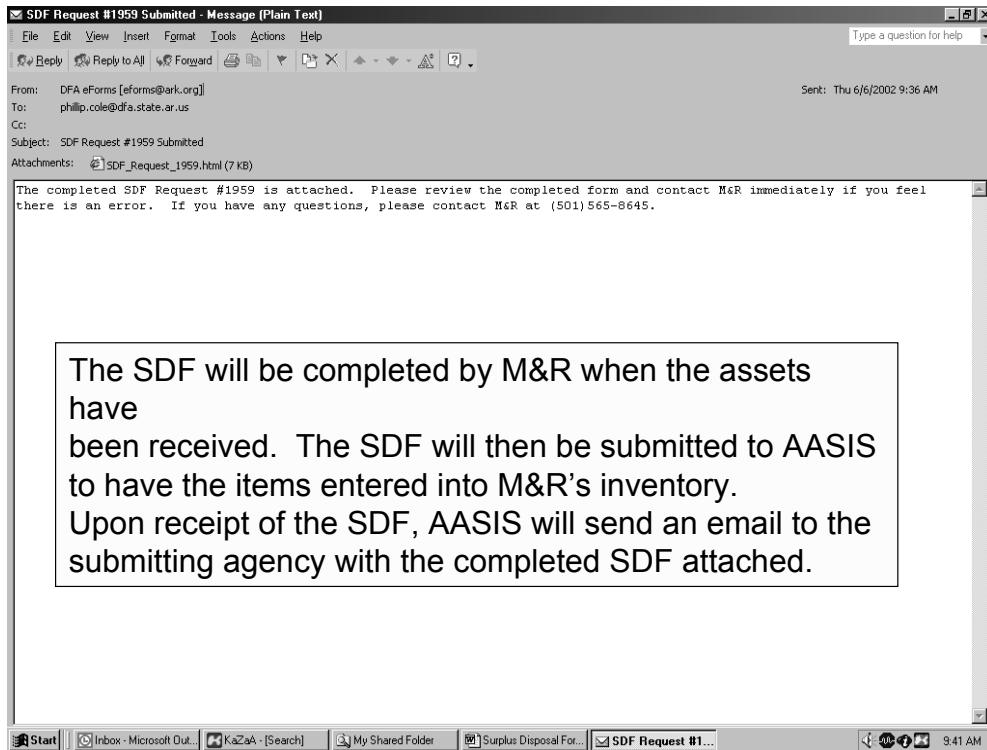
Done Internet

Start | Inbox - Microsoft... | KaZaA - [Search] | My Shared Folder | DFA eForms - Mi... | Surplus Disposal... | SDF Request #... | Submitted S...

9:21 AM

3-13

AASIS Support Center, Patricia Orr
03/01/2004



3-14

AASIS Support Center, Patricia Orr
03/01/2004





Completed SDF Request_1959 - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address C:\Documents and Settings\specole\Local Settings\Temporary Internet Files\OLK26\SDF_Request_19591.html

Surplus Disposal Form (SDF)
Turn-In Request

On-line Request # 1959
Turn-In Request D
Business Area 0610
Agency Name DFA

Cost Object Date 06/06/2002
Cost Center 383210
WBS
Internal Order

| Status | Item # | Quantity | Asset # | Property # | Serial # | Description | Sloc | Price | M.G. |
|--------|--------|----------|-----------|------------|----------|-----------------|------------------------------|---------------|------------|
| REC | 1 | 1 | 200023654 | MS5642 | | Fax, Sharp | 1010 | \$15.00 | 61500 |
| | | | | | | Completed by: | Phillip Cole | Delivered By: | pcole |
| | | | | | | Phone Number: | 501-682-1212 | Received By: | ffleming |
| | | | | | | E-mail Address: | phillip.cole@dfa.state.ar.us | Received Date | 06/06/2002 |

Done

Start Inbox - Microsoft Out... KaZaA - [Search] My Shared Folder Surplus Disposal For... SDF Request #1959... Completed SDF...

Internet 9:42 AM

3-15

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03/01/2004

Upon receipt of the completed SDF, the Agency Asset Management Specialist completes Transaction ABAVN – Asset Retirement by Scrapping to delete the asset from the agency's asset inventory. Transaction AS02 – Change Asset Master Record must also be completed to change the status of the asset to Transferred to M&R.

NOTE: It is recommended that an electronic or hard copy of the SDF form be maintained by the Agency Asset Management Specialist for audit purposes.



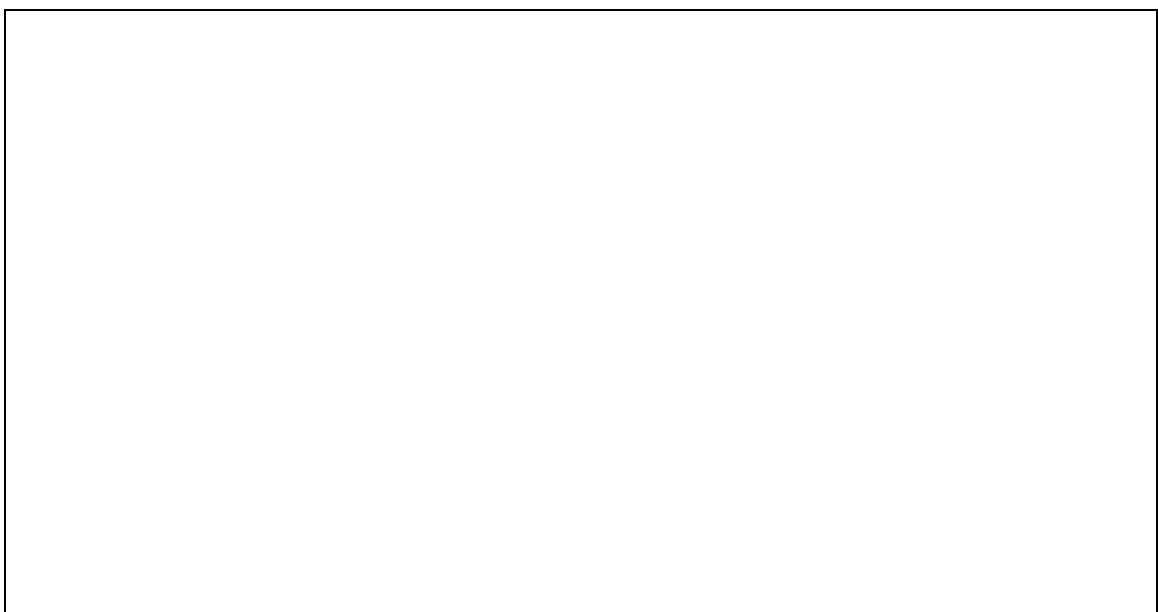
ASSET RETIREMENT by SCRAPPING ABAVN

This transaction is used to retire an asset that is no longer useable; damaged/scrapped, missing/stolen and/or sold. Use of this transaction will remove asset(s) from the Agency asset inventory. One or multiple assets may be retired using this transaction.

This transaction is also used to reduce the value of an asset.

Upon completion of this transaction, the Status in the asset master record is changed to indicate the retirement, using transaction AS02.

3-16



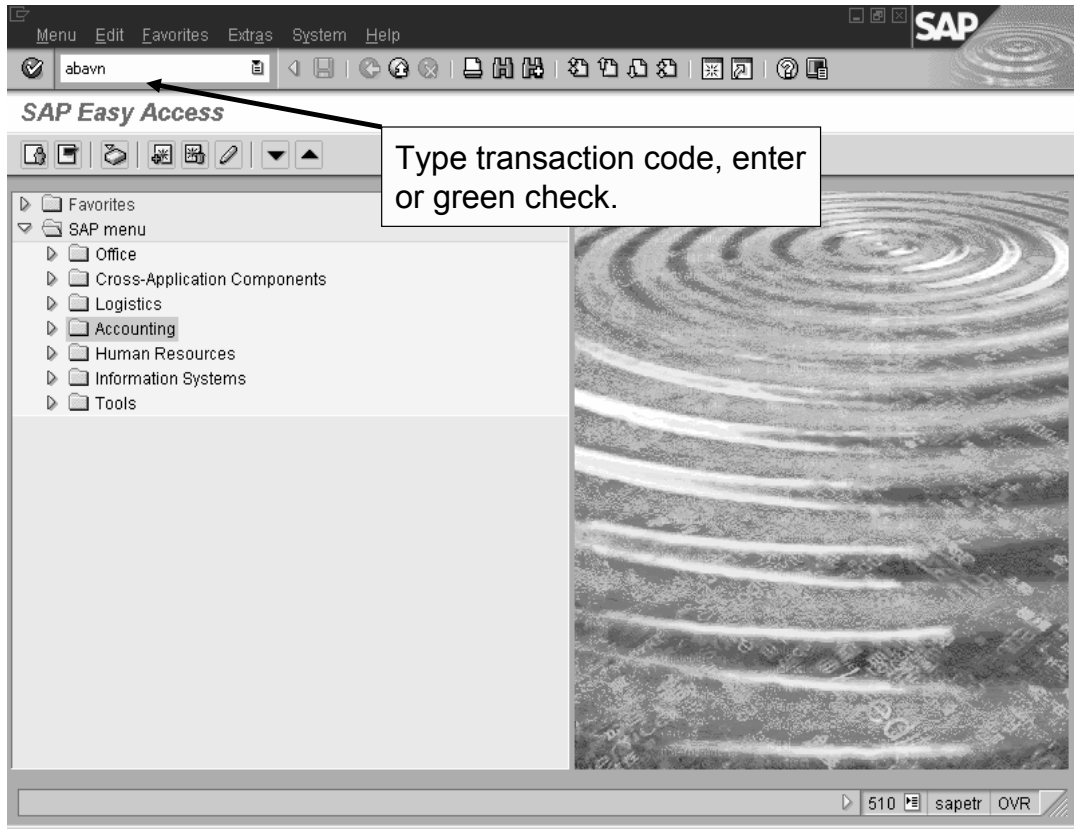


ASSET RETIREMENT BY SCRAPPING ABAVN cont.

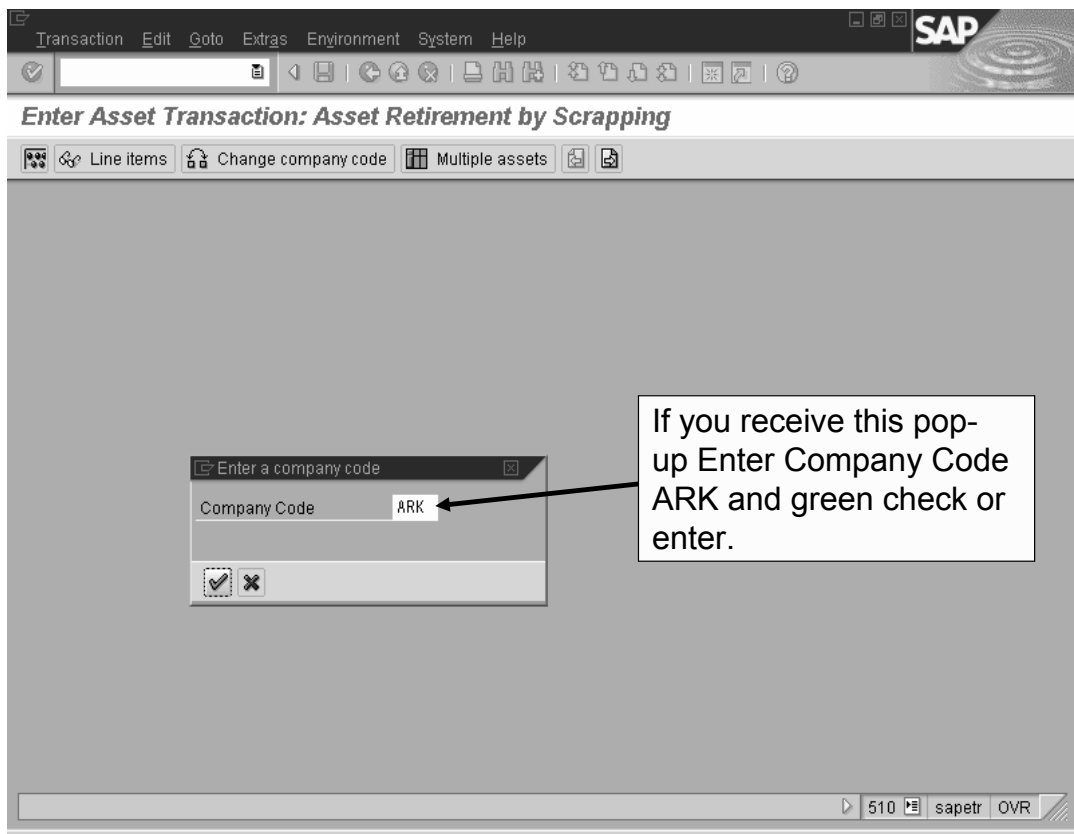
NOTE: Missing or stolen assets are retired at DFA/Office of Accounting by the **State** Asset Management Specialist. The Agency Asset Management Specialist changes the Status in the asset master record (AS02) and forwards the proper forms to the State Asset Management Specialist to process the retirement of lost or stolen assets.

All other retirements are performed by the Agency Asset Management Specialist.

3-17



3-18



3-19



Transaction Edit Goto Extras Environment System Help

SAP

Enter Asset Transaction: Asset Retirement by Scrapping

Line items Change company code Multiple assets

Company Code ARK State of Arkansas

Asset 200000007

Transaction data Additional details Partial retirement Note

| | |
|-----------------|------------|
| Document Date | 02/18/2004 |
| Posting Date | 02/18/2004 |
| Asset val. date | 02/18/2004 |
| Text | SDF# |

510 sapetr OVR

Enter the Asset number to be retired.

Enter the document date, Asset val. date (date of retirement) and SDF number in the Text field. Enter.

3-20



Transaction Edit Goto Extras Environment System Help

Save

Enter Asset Transaction: Asset Retirement by Scrapping

Line items Change company code Multiple assets

Company Code ARK State of Arkansas

Asset 200000007 0 Computer, Dell

Transaction data Additional details Partial retirement Note

Document Date

Posting Date 02/18/2004

Asset val. date

Text

Transaction is posted.

Asset transaction posted with document no. ARK 0009000003 510 sapetr OVR

3-21



Transaction Edit Goto Extras Environment System Help

SAP

Enter Asset Transaction: Asset Retirement by Scrapping

Line items Change company code Multiple assets

Company Code ARK State of Arkansas

Asset ☒ Computer, Dell

Transaction data Additional details Partial retirement Note

Document Date

Posting Date 02/18/2004

Asset val. date

Text

510 sapetr OVR

If processing more than one asset retirement, select.

3-22

3. Save

Enter Asset Transaction: Asset Retirement by Scrapping

Line items Change company code

Transaction data Additional details Partial retirement Note

Document Date 02/18/2004
Posting Date 02/18/2004
Asset val. date 02/18/2004
Text SDF#
Asset 0 Subnumbers

1. Enter the Document date, Asset val. date (this is date of retirement) and SDF form number in Text. field.

List of assets

| Asset | SNo. | Asset description |
|-----------|------|-------------------|
| 200000008 | | Computer, Dell |
| 200000009 | | Computer, Dell |
| 200000010 | | Computer, Dell |
| 200000011 | | Computer, Dell |

2. Enter asset numbers to be retired. Hit enter.

510 sapetr OVR

3-23

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03/01/2004

REMEMBER: It is recommended that the SDF number be entered in the Text field. Therefore, if you are retiring multiple assets they must all be listed on the SDF.



Transaction Edit Goto Extras Environment System Help

Enter Asset Transaction: Asset Retirement by Scrapping

Line items Change company code Multiple assets

Company Code ARK State of Arkansas

Asset 2000000008 Compute

Click to exit transaction.

Transaction data Additional details Partial retirement Note

Document Date

Posting Date 02/18/2004

Asset val. date

Text

Transaction is posted.

Asset transaction posted with document no. ARK 0009000004 510 sapetr OVR

3-24

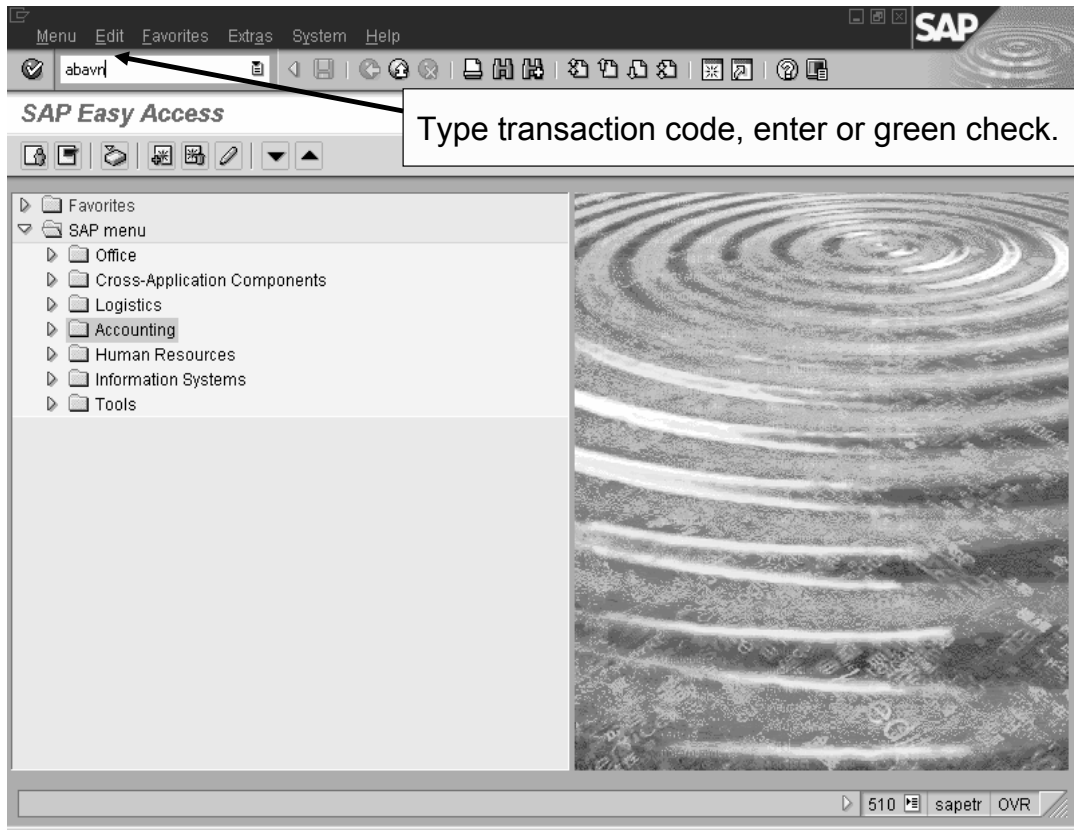
AASIS Support Center, Patricia Orr
03/01/2004

REMEMBER: Upon completion of the retirement transaction you must change the Status of the retired asset(s) in the asset master record using transaction AS02.



ASSET RETIREMENT by SCRAPPING ABAVN

This transaction is also used to reduce the value of an asset.



3-26



Transaction Edit Goto Extras Environment System Help

SAP

Enter Asset Transaction: Asset Retirement by Scrapping

Line items Change company code Multiple assets

Company Code ARK State of Arkansas

Asset 200000012 Computer, Dell

Transaction data Additional details Partial retirement Note

Document Date 02/18/2004

Posting Date 02/18/2004

Asset val. date 02/18/2004

Text

510 sapetr OVR

Enter the asset number that you want to reduce the value of.

Enter the document date and the Asset val. date. Select the Partial retirement tab.

3-27



Transaction Edit Goto Extras Environment System Help

Save

Enter Asset Transaction: Asset Retirement Scrapping

Line items Change company code Multiple assets

Company Code ARK State of Arkansas
Asset 200000012 0 Computer, Dell

Transaction data Additional details Partial retirement Note

Amount posted 300.00
Percentage rate
Quantity

Related to
☐ Prior-yr acqui
☒ From cur.yr.acq

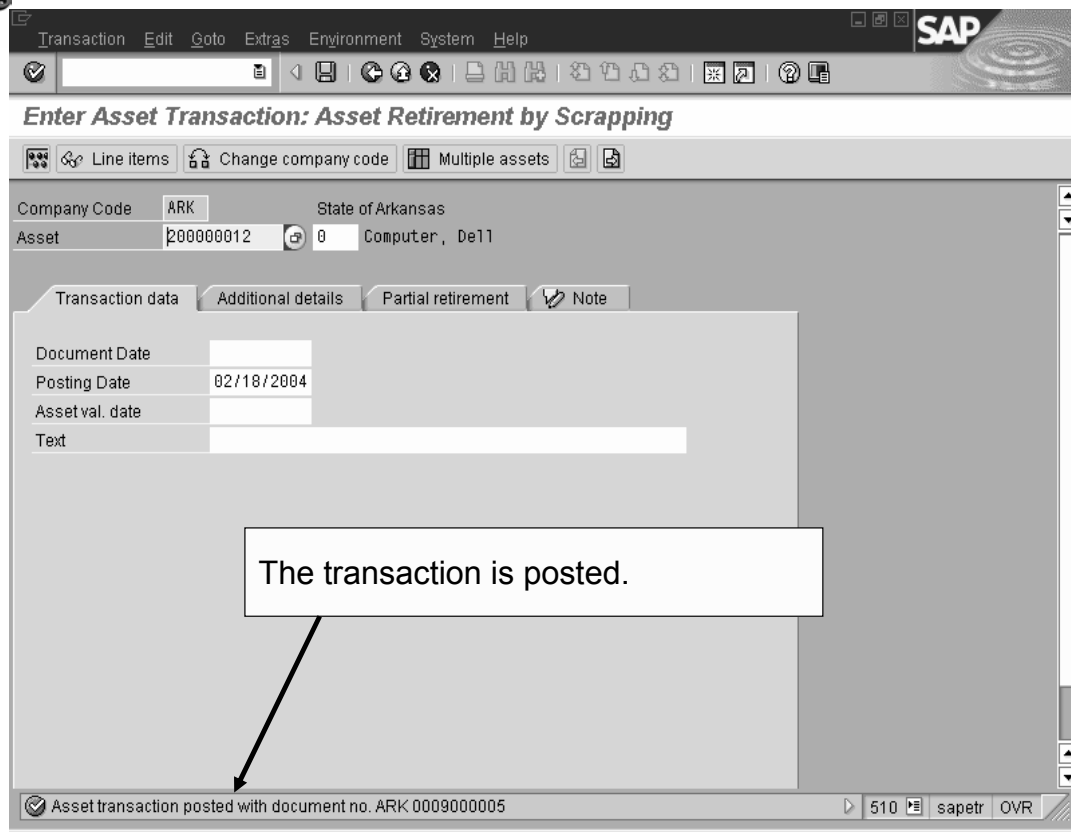
Enter the dollar amount that you want the posted value reduced by. For example, the posted value is \$3,000.00. The correct value should be \$2,700.00. Enter \$300.00 in the Amount posted field.

510 sapetr OVR

3-28

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03/01/2004

NOTE: Select “prior-yr acqui” or “from cur yr acq” as appropriate.



The screenshot shows the SAP 'Enter Asset Transaction: Asset Retirement by Scrapping' window. The top menu bar includes Transaction, Edit, Goto, Extras, Environment, System, and Help. The SAP logo is in the top right corner. Below the menu bar, there are buttons for Line items, Change company code, and Multiple assets. The main area contains fields for Company Code (ARK), State of Arkansas, Asset (200000012), and a quantity of 0 for the asset 'Computer, Dell'. There are tabs for Transaction data, Additional details, Partial retirement, and Note. The Transaction data tab is active, showing fields for Document Date, Posting Date (02/18/2004), Asset val. date, and Text. A message box with the text 'The transaction is posted.' has an arrow pointing to the status bar at the bottom, which displays 'Asset transaction posted with document no. ARK 0009000005'. The status bar also shows '510', 'sapetr', and 'OVR'.

3-29